REPAIR REQUEST

bradbell REAL ESTATE

Property Address	
Tenant Contact Information	Name …… Phone …… Email …… Best time to call ……
(Please Circle) **Repair Advice** Please provide as much detail as possible so we can arrange appropriate action	This request is **Urgent** (an emergency or the property is in danger of damage) **Not urgent** (not an emergency) …… …… …… …… …… …… If applicable, please provide the make and model of the relevant fixture (oven, etc) ……
Access for tradespeople (please circle)	Use Agency Key Call Tenant to arrange access A **dog** is on the premises (Tenant/s agree to remove or restrain for access) Please be aware that if a booking is made with a Contractor and access is not available, as arranged with the tenants, you may be responsible for the call out fee. Please ensure a nominated person is home to arrange access.
Tenant Signature	Sign …… Date ……
Lodgement	This form may be lodged 1. In person **Brad Bell Real Estate** Civic Fair Shopping Centre, 280 Newnham Road Wishart 2. Mailed **Brad Bell Real Estate** at P.O. Box 118, Mt Gravatt Q 4122 3. Faxed **07 3343 7422** 4. Left on kitchen bench on the date we have an inspection
Privacy Statement	We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by Brad Bell Real Estate) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Principal.
Agency use only	Date Received …… Time …… am/pm Request Actioned …… Date …… Initial …….. Approved W/Order generated† Filed Initial ……..